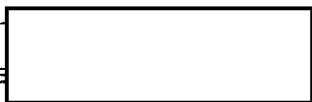


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OFFICE OF STRATEGIC SERVICES

**SECURITY
REGULATIONS**

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**SECURITY ORDER #1
DATED FEBRUARY 23, 1943
EFFECTIVE MARCH 1, 1943**

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SECURITY

SECURITY is defined as "freedom from exposure to danger". It is essential to the conduct of any war time agency. It must be maintained and strengthened continuously, for when it is once lost it is lost forever. SECURITY is not a condition that can exist partially. It must be complete.

SECURITY is easily lost. Any employee of the Office of Strategic Services can become responsible for jeopardizing the value of the enormous amount of study and energy that has been spent and will be spent collectively by the members of the Agency. Any employee may open the door through which vital information may fall into the hands of the enemy. Any employee may endanger the lives of members of the Armed Forces who are in the field of action.

The American people have rarely been made conscious of the need for SECURITY. Danger is unknown to most of us in the sense of the word that it is known to the people of Europe and Asia. We have had so much personal liberty that we have taken it for granted and did not recognize the threats to it from Germany and Japan until the whole world was insecure. We have had so much personal liberty that Hitler has proclaimed Americans to be incapable of self-discipline. Self-discipline is the essential element of victory in our fighting forces. The people who work for the fighting forces will jeopardize this success unless they too learn the meaning of self-discipline. The OSS works for the Joint Chiefs of Staff, and the

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men and women who make up its personnel must not prove themselves unable to meet the needs of a long and desperate war for the survival of this nation and the principles for which it stands.

Over a great many years the Army and the Navy have developed certain rules of behavior known to be essential to the maintenance of SECURITY. These rules are stringent and disobedience receives severe punishment. The Security Office of OSS has drawn upon the long experience of the Armed Services in formulating this set of regulations which are relatively easy and simple to follow. Every staff member must find the desire and character to obey these regulations. If you do not understand the need for never breaking any SECURITY regulation, it is because your understanding of the nature of this war is limited.

Real SECURITY can only come from the efforts of each individual. Enforcement by guards and the Security Office can never bring to this essential War-time Agency any fraction of the SECURITY which can be established by a thoughtful, cooperative and conscientious attitude on your part.

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SECURITY REGULATIONS

1. Personal Security is simply a matter of habit; the habit of discretion and care which has become second nature through constant usage. Insecurity is therefore plain carelessness. A considered indiscretion would be treachery, not insecurity. It is the responsibility of each individual to train himself in secure procedure.

The most secure person is the one who does not seek or want to know anything which does not concern the performance of his own duties. This is not easy, because the most important secret items naturally cause the most curiosity. "What you don't know won't hurt you" nor will it hurt the work of OSS. If you do know something which is none of your business, it becomes a burden to you and an additional possibility of danger to others.

The habit of Security must be thorough in all circumstances. If the enemy is trying to obtain valuable information, it is certain that he is doing it in the most insidious fashion so that you will least suspect it. Therefore, it is great personal care in every day routine and conversation where danger is least apparent that makes for the greatest Security.

2. The first rule of personal Security is obvious. Nothing that is learned within the office should be spoken of outside the office. No one can presume to judge what part of his knowledge is important or secret; it is the small bits of

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seemingly harmless information that can be pieced together to be of value to the enemy. Do not be led into a discussion of your work or of the personalities of other persons in the organization. Let your friends and acquaintances consider you a bore on those subjects. Let them think that your work is not important. Personal vanity has no place in serious war work.

3. Naturally you will do nothing to arouse the curiosity of other people about your job or the work of OSS. You may say that you work for this Agency. If asked what we do, the best answer is "Research". If this does not give satisfaction to the inquirer, one can further make the accurate statement that "the organization is designed to collect and analyse information and statistics of all kinds and from all sources for eventual use in the war effort. The OSS is used as a kind of library for background information on such matters as the habits of foreign populations and the industrial production of foreign countries". If asked what you do, select the kind of answer that will discourage curiosity such as "filing", "research", "stenographic work", or "statistics".

4. The habit of Security must be carried out even on the premises. Casual discussions of office subjects with other members must be wholly discouraged. Your work and plans should be discussed only with those who have a real part in them.

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5. Security in Office Routine. Since Security is a matter of habit, the office must be run upon a set routine which will insure Security. The most important elements are

a. Telephone. The presumption must be that every telephone conversation is being overheard by unauthorized persons. Secret and confidential information should never be discussed on the telephone. No telephone wires can be thoroughly protected, not even those carrying interoffice calls.

Telephone reception in each office should be guarded so that no information will be given away unnecessarily. "Hello" or "Extension 123" is enough in most offices when the phone rings. If you are in an office which renders continuous service it is permissible to reply "Personnel Office" or to give out the name of the individual who is in charge of the office. "He's out of town" or "He will be back Thursday" is enough for the inquirer when the object of his call is away. Don't volunteer information to strangers. Call back when in any doubt of the identity of a caller or the propriety of his questions.

b. Documents. The safekeeping of documents classified as "secret", "confidential" or "restricted" is of prime importance. Only a locked safe will give Security, and classified documents (including secretarial notes, carbons and stencils which concern confidential and secret matter) are not

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to be put in locked desks, locked filing cabinets or any other substitute. Classified documents must never be left alone except in a locked safe. Naturally no classified material may ever be taken home at night. Night work should be done in the office where this material can be fully protected.

Never let the papers on which you are working be read by an unauthorized person. The habit of turning them face down on your desk is a good one.

In destroying any classified documents, put the remains in the confidential scrap, which will be picked up and safeguarded until it is burned.

Rooms must not be left empty at lunch time, or any other time during the working day. If such a situation is unavoidable, lock up all classified material in your safe and lock the doors into the corridors.

c. Other Classified Material. Remember that documents are not the only form of vital information. Cables, telegrams and mail are often classified because of their contents. Realize, however, that the names and addresses of both sender and receiver may be equally important to conceal. Cameras may carry films and films may convey secret information. Maps, charts, books, dictaphone records, etc. are often secret or confidential. Radios and other equipment may be secret in nature; all should be safeguarded in the office and in transit with the same jealous care given to documents.

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d. Transmittal of all Classified Material.

Regulations have been laid down to maintain the SECURITY of classified material when it leaves your office for any other destination, whether another office, another building, or another city. When in doubt consult those in authority.

It is the definite responsibility of each Branch to control the movement of classified documents and other types of classified material in conformity with the best security practices. The essential points in safeguarding secret material of all sorts are:

1. To maintain as a secret both its existence and the information it reveals.
2. To make certain that it is handled only by official couriers, or by members authorized to handle it and accustomed to that type of responsibility.
3. When it becomes unfeasible for such members to handle classified material, to use only the most secure alternatives in the form of registered mail, etc.
4. To make certain that mail or packages containing classified material, or sent to or from persons whose identity or location is secret, do not betray any of the factors regarded as secret or confidential.
5. To keep such records concerning the sending and receipt of each piece of classified material that responsibility for its possession and safeguarding may be clearly understood at all times.

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e. Combinations to Safes should be carried in the head and not on paper. Combinations are revealed to authorized subordinates by the person in charge of the office and definite responsibility for locking each safe at the end of the day is lodged with a particular custodian whose name and address is on file at the Security Office. This custodian is responsible for the safe and for the actions of the persons to whom he may delegate responsibility for closing and opening it. If any Security violations are observed in a room, it is the responsibility of the custodian to investigate immediately in person and on the spot and cooperate with the Security Office in remedying the violation regardless of the time of day or night at which the violation is discovered. To assist in protecting the contents of safes always notify the Security Office immediately when a safe is moved or its custodianship is changed. When you want a combination changed for any reason such as personnel shifts, the Security Office will take care of the matter for you.

6. Building Security. Naturally it is essential to keep unauthorized persons out of the buildings. This can be accomplished by a number of methods.

a. Identification credentials. Members of this organization are identified by their badges, and it is obviously most important that membership credentials should not fall into improper hands. Never allow any one else to use

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your badge or pass. Wear the badge conspicuously to cooperate with the guards in enforcing a safe identification system.

b. Army, Navy, Coast Guard and Marine Commissioned Officers in uniform are entitled to enter OSS buildings by showing the official credentials of their Services. Some of them are members of this organization; some are visitors.

c. All visitors except the commissioned officers mentioned above may enter our buildings only by securing visitors passes. Within the buildings they are to be escorted either by members or by escorts provided for that purpose. They are never to be left alone either in the halls or in an office. Some visitors will have authorized business in OSS buildings for a number of consecutive days or will return periodically on business, ie Public Building employees, couriers from other agencies, prospective members, members with temporary status, vendors on the premises, etc. To these people the Security Office issues Limited Passes, the face of which accurately describes the limited privileges accorded the visitor. Guards, receptionists and members who have occasion to admit or identify persons in this classification will read these Limited Passes with care since all of them carry restrictions placed on the visitor for Security reasons.

d. Identification in the Office. It should be habitual for any member to make sure of the identity of the person with whom he is talking. Those waiting in offices

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should be identified as well as repair men, window cleaners, telephone men, etc. Any visitor in an office has credentials which he can show. If credentials are lacking or do not satisfy you, call the guards or the Security Office.

e. The Guards are under instructions to enforce Security Regulations with firmness and courtesy. These guards are in uniform and are doing their duty. As the first line of defense their standards must be kept high for the benefit of everyone in the organization. You can assist by letting the Security Office know if any guard is not sufficiently strict or alert. Do not complain to the Security Office if you break a rule and want to change the issue into a discussion of the manner in which the guard asked you to do your duty.

f. Both building and office Security are jeopardized by open or unlocked windows, by failure to pull down blinds at night or to follow any of the other common sense rules that spell good housekeeping.

g. Movement of Property. Non-expendable Government property is property which is not consumed by use, such as desks, safes, filing cabinets, chairs, typewriters, radios, clocks, etc. This type of property is under the control of the Procurement & Supply Division which authorizes its withdrawal from any building occupied by OSS by means of dated Federal Works Agency Property Passes carrying one of the signatures specified by that Division. In special cases a pass may be obtained from the Security Office.

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With this limitation, members of OSS are entitled to move property in and out of buildings in the fulfillment of their duties. From time to time certain articles will be put on a proscribed list; not to be admitted into buildings unless accompanied by a written request to the guards signed by the head of a Branch or his Administrative Officer or by any Security Officer. Cameras fall into this category as do any materials constituting fire hazards.

Visitors must submit briefcases and other packages to the guards for inspection of the contents, both upon entrance and exit. A written request from any Branch Head or his Administrative Officer or any Security Officer, shall give a visitor the privilege of bringing in or taking out packages without inspection of the contents.

After inspection thereof, visitors will be requested to check all packages with the guards. If, however, a visitor must take any packages on his call within a building, the guard will register them on a special log and check them out on exit.

7. No applicant may be admitted to membership in the OSS or to the privileges of work within any Branch until he has been approved by the Security Office either specifically or under blanket arrangement with Civilian Personnel Division concerning certain groups of Civil Service members.

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8. Each new member shall read and sign a copy of the Security Regulations and shall subscribe to and swear to the OATH OF OFFICE.

9. Associate Security Officers. From time to time the Security Office appoints individuals to Branches of OSS who are available for consultation on matters involving Security and are responsible for enforcing Security regulations. These individuals are working under the authority of the Security Office and are responsible to it alone in Security matters.

10. Security Regulations. The Security Office issues regulations, instructions and directions from time to time. Many of them cover in detail subjects merely mentioned herein. If confronted with a Security problem consult your superior or in his absence get in touch with the Associate Security Officer in your Branch or the Administrative Security Office.

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The following have read the foregoing Security Regulations:

SIGNATURES

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Cecilia M. Cook
Robert F. Scott
Oswald Schmidt
Justin E. Moore
J. R. Brammell
Demetra Aetona
Arthur E. Karinen
Marion Armstrong
Gertrude M. Keith
Ernest R. Goshuill